

UNITED STATES BANKRUPTCY COURT, DISTRICT OF NH
TOP 10 CM/ECF REMINDERS FOR THE MONTH OF MAY 2005

1. Filing Declarations Regarding Electronic Filed Documents. Electronically filed documents that contain an original signature under oath, other than that of the Filing User, require a Declaration Regarding Electronic Filing to be filed with the Court within five business days. See Administrative Order (AO) 5005-4 paragraph (h).
2. Motion to Reopen a Bankruptcy case to add a Creditor. Remember to list the creditor(s) to be added with full mailing address within the original motion.
3. Attorney Withdrawals. Remember to notify the clerk in writing of your client's last known address.
4. Opening Bankruptcy cases the traditional way. Be sure to type debtor and joint-debtor names grammatically correctly. For example, don't forget to add a period after a middle initial. Remember to use the debtors Mailing Address when entering address data into the Party Information Screen, and lastly, don't forget to add aliases, (aka, dba, fka) if applicable.
5. Opening a Bankruptcy case with Deficiencies. Please remember to be very careful here, the default is to "n" for no. If there are missing schedules, or you will not file the Chapter 13 plan immediately after filing the petition, you must change the default to "y" for yes.
6. You opened a bankruptcy case and (/or your computer) forgot to file the Voluntary Petition page with the original bankruptcy opening. Not to worry, just file the voluntary petition under the main event Bankruptcy, click on Other/Miscellaneous, enter case number & click next, chose Voluntary Petition (Chapter__) & click next to continue. At the credit card payment pop-up select the Continue Filing option, and Immediately upon completing the filing of your document, send an e-mail to nhbnofee@nhb.uscourts.gov asking the court to remove the filing fee from your account.
7. Filing the correct PDF document in the right case. Once you have browsed your directories to find the file you think is the one you want, put the cursor on the target file and click once to select it. To view the file to be absolutely certain that it is the right one, right click on the selected file. A drop-down menu will appear. Click on Open in the drop-down menu to view the file.
8. ECF Docket Text Enhancement Screen. Docket Text Enhancement is used to add to docket text to identify the document being filed more precisely. Users may choose a word in the pre-text box. If the document being filed is an amendment of a previously filed document, always use the prefix "Amended." Users may also type in their own text in the free text box after the generic description of the document supplied by the system.
9. Hearing dates on Motions for Relief and Motions to Avoid Lien. Hearing dates, instructions, and standard forms are available on the Court's web site www.nhb.uscourts.gov. A new hearing date will be posted at the beginning of every week and will be used for all motions filed that week.
10. Military Affidavits and Motions for Default Judgment. At the time of the filing, the plaintiff must file in the Adversary Proceeding an affidavit with the Court which states whether or not the defendant is in the military service and indicating the necessary facts to support said affidavit. See AO 9012-1 paragraph 1.